

**CITY MANAGER SELECTION COMMITTEE  
491 E. PIONEER AVENUE  
HOMER, ALASKA**

**NOVEMBER 24, 2014  
MONDAY, 4:00 P.M.  
CITY HALL CONFERENCE ROOM**

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**

A. Minutes of November 12, 2014

Page 3

- 6. VISITORS**
- 7. STAFF REPORTS**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
- 10. NEW BUSINESS**

A. Hiring Procedures

1. Phone Questionnaire
2. Face to Face Interview Questions

B. Review and Discussion of Applicants for City Manager Position/Interim City Manager

1. Memorandum from City Clerk, Re: Executive Session for Applicant Review Process

Page 7

- 11. INFORMATIONAL MATERIALS**
- 12. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COMMITTEE MEMBERS**

15. **ADJOURNMENT/NEXT REGULAR MEETING** is scheduled for Wednesday, December 10, 2014 at 5:30 p.m. in the Homer City Hall Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.

Session 14-03 a Regular Meeting of the City Manager Selection Committee was called to order on November 12, 2014 at 5:36 p.m. by Chair Francie Roberts at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT:	COMMITTEE MEMBERS:	FRANCIE ROBERTS, GUS VAN DYKE, BETH WYTHE
	ABSENT:	BRYAN ZAK
	STAFF:	HR COORDINATOR BROWNING CITY CLERK JOHNSON

Councilmember Zak requested telephonic participation, but was unavailable for the meeting.

### **APPROVAL OF AGENDA**

Chair Roberts called for a motion to approve the agenda.

WYTHE/VAN DYKE – SO MOVED.

There was no discussion.

The agenda was approved by unanimous consent.

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

### **RECONSIDERATION**

### **APPROVAL OF MINUTES**

A. Minutes of October 22, 2014

WYTHE/VAN DYKE - MOVED TO APPROVE THE MINUTES AS SUBMITTED.

There was no discussion.

The minutes of October 22, 2014 were approved by unanimous consent.

### **VISITORS**

### **STAFF REPORTS**

### **PUBLIC HEARING**

## **APPROVAL OF AGENDA PENDING BUSINESS**

### **NEW BUSINESS**

#### **A. Hiring Procedures**

HR Coordinator Browning presented the committee with the interview process and questions for candidates that was used for the last city manager hiring.

The committee discussed the process for interviewing and decided the procedure would be: short list of candidates, the whole Council will interview by phone, background check, and two to three candidates would be brought here.

The committee discussed written questions to the candidate versus a verbal interview for the initial interview. It was the consensus of the committee to conduct a verbal interactive interview.

WYTHE/VAN DYKE - MOVED TO PROVIDE A RECOMMENDATION TO THE COUNCIL FOR THE PROCESS THAT WILL INCLUDE A SHORT LIST OF THREE PEOPLE, TELEPHONE INTERVIEW, BACKGROUND CHECK, AND COORDINATED ON-SITE VISITS.

There was no discussion.

The motion was approved by unanimous consent.

WYTHE/ VAN DYKE - MOVED TO USE THE WRITTEN QUESTIONNAIRE FOR THE TELEPHONE INTERVIEW AND USE THE LONGER QUESTIONS SUPPLEMENTED OR REVISED BY COUNCIL FOR THE IN-PERSON INTERVIEWS.

The written questions are not extensive enough and will need to be supplemented.

The motion was approved by unanimous consent.

WYTHE/VAN DYKE - MOVED TO USE THE RUBRIC AS PROVIDED.

The committee discussed if the rubric is focused on the right things needed for the position.

The motion was approved by unanimous consent.

WYTHE/VAN DYKE - MOVED TO ADJUST COASTAL COMMUNITY TO 5% AND WORK HISTORY TO 15%.

The motion was approved by unanimous consent.

WYTHE/VAN DYKE - MOVED TO CHANGE THE ONE-YEAR BACKGROUND AS ASSISTANT OR CITY MANAGER OR THE EQUIVALENT IN MUNICIPAL GOVERNMENT.

The motion was approved by unanimous consent.

WYTHE/VAN DYKE - MOVED TO SPLIT MANAGEMENT EXPERIENCE FROM BUDGET PREPARATION WEIGHTING MANAGEMENT EXPERIENCE AS 0 - 10, BUDGET PREPARATION AS 0 - 5, AND NEGOTIATION EXPERIENCE WILL BE REDUCED TO 0-5 AS WELL.

The motion was approved by unanimous consent.

WYTHE/VAN DYKE - MOVED TO REDUCE EDUCATION TO 0-10 AND INCREASE LEGISLATIVE TO 0-10.

The motion was approved by unanimous consent.

The rubric will be provided to the Council when telephone interviews are conducted.

The next agenda will include hiring procedures: phone questionnaire and face to face interview questions.

B. Review and Discussion of Applicants for City Manager Position/Interim City Manager

1. Memorandum from City Clerk, Re: Executive Session for Applicant Review Process

Chair Roberts called for a motion to adjourn to Executive Session for applicant review process.

WYTHE/VAN DYKE - SO MOVED.

The motion was approved by unanimous consent.

WYTHE/VAN DYKE - MOTION TO INCLUDE HR DIRECTOR AND CITY CLERK.

The motion was approved by unanimous consent.

WYTHE/VAN DYKE – MOVED TO ADJOURN TO EXECUTIVE SESSION.

VOTE: YES. VAN DYKE, WYTHE, ROBERTS

Motion carried.

The Committee adjourned to Executive Session at 5:54 p.m. and reconvened the meeting at 6:32 p.m.

Vice Chair Van Dyke reported the committee met in Executive Session and reviewed more applicants and narrowed the field. They talked about different questions and scoring routines, and the interim city manager. Hopefully at the next meeting we will have enough information to make an educated selection.

### **INFORMATIONAL MATERIALS**

#### **COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)**

#### **COMMENTS OF THE CITY STAFF**

City Clerk Johnson noted the meeting was rescheduled to November 24<sup>th</sup> at 4:00 p.m.

#### **COMMENTS OF THE COMMITTEE MEMBERS**

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Roberts adjourned the meeting at 6:29 p.m. The next regular meeting is scheduled for Monday, November 24, 2014 at 4:00 p.m. in the Homer City Hall Conference Room, 491 E. Pioneer Avenue, Homer, Alaska.

---

JO JOHNSON, MMC, CITY CLERK

Approved: \_\_\_\_\_



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: CITY MANAGER SELECTION COMMITTEE

FROM: JO JOHNSON, CITY CLERK

DATE: NOVEMBER 20, 2014

SUBJECT: EXECUTIVE SESSION PURSUANT TO AS §44.62.310(C)(2), SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION. (REVIEW AND DISCUSSION OF APPLICANTS FOR CITY MANAGER POSITION/INTERIM CITY MANAGER.)

---

Review and discussion of applicants for the City Manager position and Interim City Manager will be discussed in Executive Session.

The Committee may elect for either or both HR Coordinator Browning and City Clerk/Acting City Manager Johnson to join the Executive Session.

### RECOMMENDATION:

Approve the request for Executive Session and conduct immediately in the Conference Room.